

# **Richard A. McGee**

## **Correctional Training Center**



# **Cadet Handbook**

## **12 Week**

### **Basic Correctional Officer Academy**

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# California Department of Corrections and Rehabilitation



## Vision

With our partners, we protect the public from crime and victimization.

## Mission

We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.

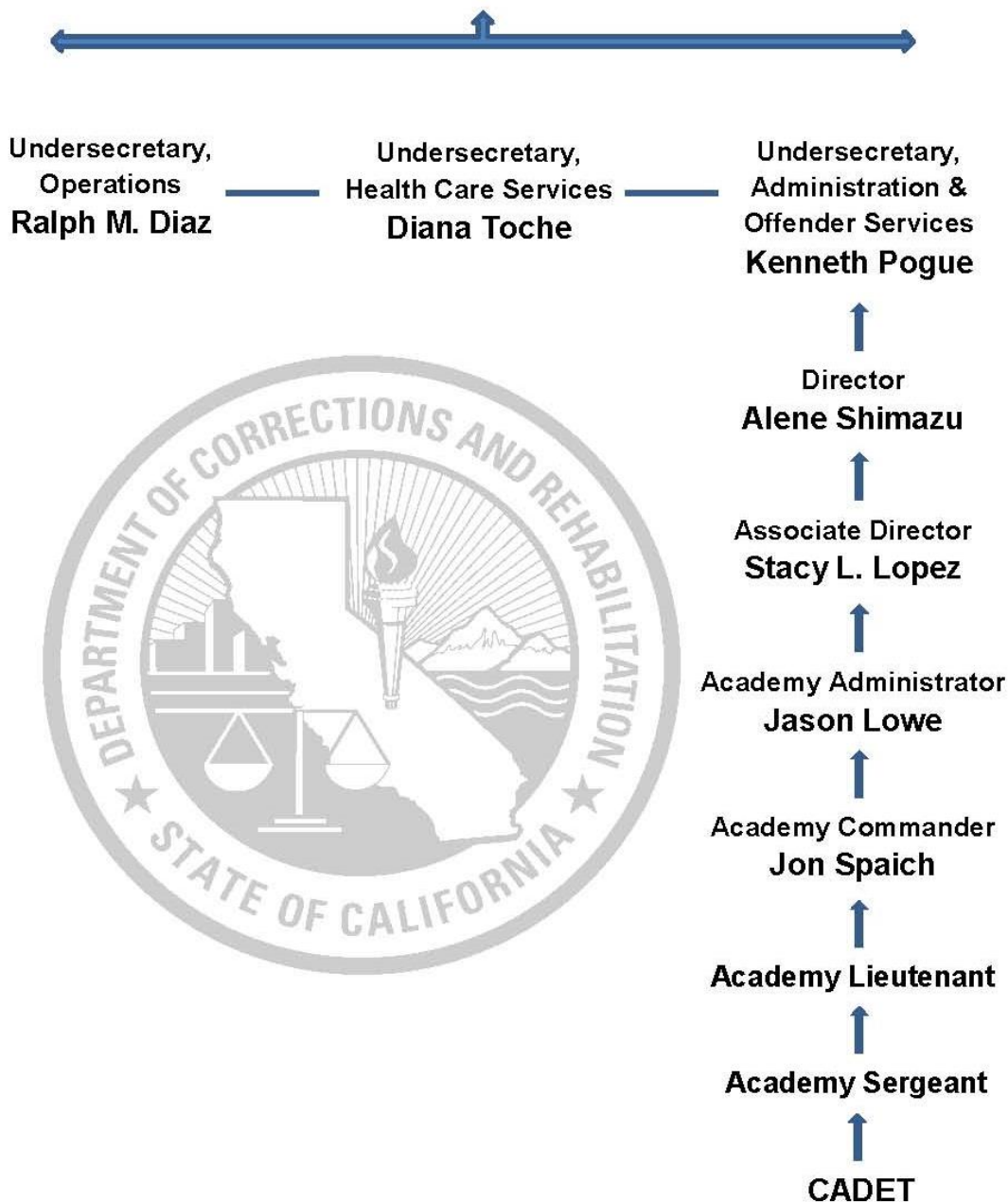


## Values

- Service:** We serve and are responsible to the public. We value their trust and invite their involvement
- Leadership:** We serve as positive role models and foster an environment that supports a balance between professional development, professional job performance, and personal wellness.
- Integrity:** We conduct ourselves professionally through fair, honest, and ethical behavior. We have the courage to do what is right, even in the face of adversity.
- Accountability:** We accept responsibility for our actions and decisions as well as their consequences.
- Respect:** We respect each other's differences and treat others with courtesy, dignity, and consideration.
- Trust:** We are people of character. We keep our word and honor our commitments.
- Collaboration:** We work with our stakeholders as partners to support mutual understanding of ideas and open exploration of our differences.

# California Department of Corrections and Rehabilitation Office of Training and Professional Development **CHAIN OF COMMAND**

**Secretary – Scott Kernan**



# **CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

## **LAW ENFORCEMENT CODE OF ETHICS**

### **Per Department Operations Manual (DOM), Section 33030.3.3**

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the constitutional rights of all people to liberty, equality, and justice.

I will keep my public and private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or my department. I will maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life. I will be exemplary in obeying the law and the regulations of my department.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities, organizational associations or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

Confidential information received in my official capacity shall remain undisclosed unless disclosure is necessary in the performance of my duty. I will never engage in acts of corruption, bribery, insubordination or the obstruction of justice, nor will I condone such acts by other peace officers. I will immediately report acts of misconduct by staff of my department and cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am serving as a law enforcement officer. I will constantly strive to achieve these objectives and ideals, dedicating myself before all present to my chosen profession... law enforcement.

**California Department of Corrections and Rehabilitation**  
***Code of Conduct***  
**Per DOM Article 22, Section 33030.3.1**

As employees and appointees of the California Department of Corrections and Rehabilitation (CDCR), we are expected to perform our duties, at all times, as follows:

- Demonstrate professionalism, honesty, and integrity;
- Accept responsibility for our actions and their consequences;
- Appreciate differences in people, their ideas, and opinions;
- Treat fellow employees, inmates, wards, paroles, victims, their families, and the public with dignity and respect;
- Respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation;
- Comply with all applicable laws and regulations;
- Report misconduct or any unethical or illegal activity and cooperate fully with any investigation.



## **California Department of Corrections and Rehabilitation**

### ***Zero Tolerance Regarding the “CODE OF SILENCE”***

CDCR is only as strong as the values held by each of its employees, sworn and non-sworn. Employee conduct inside and outside the institutions is a reflection of those values.

The “Code of Silence” operates to conceal wrongdoing. One employee, operating alone, can foster a Code of Silence. The Code of Silence arises among employees who fail to report violations of policy, or to retaliate against those employees who report wrongdoing. Fostering the Code of Silence includes the failing to act when there is an ethical and professional obligation to do so.

Each time a correctional employee does not report wrongdoing, they harm the Department and violate the public’s trust. Additionally, undermining employees who report wrongdoing and/or cooperate during investigations violates the public’s trust in the Department. As members of law enforcement, all Correctional Officers (COs) must remain beyond reproach. There is no excuse for fostering a Code of Silence.

An employee’s hard fought effort to protect the public deserve recognition and the public’s trust must be maintained while taking steps to ensure the Department exemplifies integrity and instills pride. Part of this effort is the immediate implementation of the Zero Tolerance Policy concerning the Code of Silence. The Department will not tolerate any form of silence as it pertains to misconduct, unethical, or illegal behavior. The Department also will not tolerate any form of reprisal against employees who report misconduct or unethical behavior, including their stigmatization or isolation.

Each employee is responsible to report conduct that violates Department policy. Each supervisor and manager is responsible for creating an environment conducive to these goals. Supervisors are responsible for acquiring information and immediately conveying it to managers. Managers are responsible for taking all appropriate steps upon receipt of such information, including initiating investigations and promptly disciplining any employees who violate Department policy.

Any employee, regardless of rank, sworn or non-sworn, who fails to report violations of policy or who acts in a manner that fosters the Code of Silence, shall be subject to discipline up to and including termination.

## **PREFACE**

Welcome to the CDCR Basic Correctional Officer Academy (BCOA). Your acceptance into the Academy is your threshold into an exciting and rewarding career with one of the largest and finest correctional systems in the world.

The Office of Training and Professional Development (OTPD) conducts an Academy training program designed to produce competent, qualified, COs who enforce laws of the State and provide service to the public by confining and supervising convicted felons.

COs are responsible for protecting the public, staff, and inmates in a correctional institution environment. Institutions operate 24 hours a day, 365 days a year. COs must be willing to work any day or time as required, to include weekends, holidays, and possibly mandatory overtime. Candidates successful in the selection process and appointed as cadets, undergo a 12-week training Academy and 2-year Apprenticeship Program. Due to the physical and mental aspects of the job and the institutional environment, COs should be mature, physically fit, and emotionally stable. The variety of assignments will require good leadership and motivational skills; good personal and social adjustment; and the ability to deal with others consistently and fairly. Only the most qualified applicants will complete all steps of the process and graduate from the Academy.

CDCR uses “military time” instead of the standard time/clock many are accustomed to. Military time is a concise method of expressing time used by the armed forces, first responders (law enforcement, firefighters and paramedics), hospitals, and other entities. Standard time uses numbers 1 to 12 to identify each of the 24 hours in a day. Military time uses numbers 00 to 23 for each of the 24 hours in the day. Under this system, midnight is 0000 hours, 1 a.m. is 0100 hours, 1:15 p.m. is 1315 hours, and so on. Begin to familiarize yourself with this system if you do not know it. You will use this method to express and document times throughout your career.

***It is imperative to familiarize yourself with the contents of this Handbook and comply with the expectations listed.***

Prior to your arrival, you are required to print and complete the Cadet Handbook Test located in the FORMS section on the CDCR website. Turn in the completed Cadet Handbook Test during orientation.



## **BASIC CORRECTIONAL OFFICER ACADEMY**

The discipline built into the BCOA will require dedication from each cadet who intends to complete the training successfully. Cadets will attend various classes five days a week, eight hours per day, occasionally work four days a week, ten hours per day.

The BCOA Sergeants/Instructors are hired from institutions throughout CDCR. Their combined experience, knowledge, and dedication provide cadets with the basic skills necessary to become a knowledgeable and professional correctional peace officer. A Sergeant/Instructor is assigned as the Company Commander (CC). The CC is personally responsible to assist cadets during the BCOA and prepare a written evaluation of their overall Academy performance. A Watch Sergeant is on duty 24 hours a day, 7 days a week, and is prepared to assist any time the CC is unavailable.

**Cadets driving their personal vehicle to the Richard A. McGee Correctional Training Center (CTC) will utilize the assigned cadet parking area only.** OTPD staff will direct cadets to the designated parking area. **It is important to keep vehicles locked at all times.** Inmates from Mule Creek State Prison (MCSP) are part of the daily work crews at the CTC. Cadets are responsible to maintain a heightened sense of awareness at all times and follow all rules, regulations, and directives of OTPD staff. No items of a personal or confidential nature will be left unsecured, or in plain view, in vehicles or open beds of pick-up trucks. (i.e., mail, cell phones, pay warrants, tobacco products, etc.). It is a violation of state law to bring weapons, ammunition, and/or alcoholic beverages onto State grounds. Other specified items listed in the California Code of Regulations (CCR) - Title 15 Director's Rules, Section 3006 are considered contraband at the CTC and must not be brought on grounds.

During processing, cadets are required to provide the license plate number, color, make, model, and year of the vehicle they will bring on grounds. The vehicle must have valid registration tags. Cadets bringing a vehicle on grounds, not previously listed, are required to notify the Watch Sergeant immediately and provide them with the vehicle information. Cadets will utilize the assigned parking areas throughout the CTC. Cadets found in violation of this directive will be subject to disciplinary action. Cadets will not use parking spaces designated for CTC staff.

OTPD staff will direct cadets being dropped off by family members and/or friends to the designated drop off area. *Extended visiting in the parking area on-grounds is **NOT** permitted at any time during the Academy.*

The Academy will provide transportation to cadets traveling to the CTC via public transportation from Sacramento International Airport, Greyhound Bus Terminal in Sacramento, and the Amtrak Station in Sacramento. **Cadets must contact the CTC at (209) 744-5043, at least one week prior to their start date, to coordinate transportation from these locations.**

### **NOTE:**

The Academy offers cadets who reside over 30 miles (one-way) from the CTC the option of living on-grounds, as well as, off-grounds at the cadet's own expense. Cadets who reside within a 30-mile radius of the CTC will be required to reside off grounds at their own expense.

## A. Preparing for the Academy – General Info / What to Expect

BCOA cadets should be prepared to spend approximately \$1,300 - \$1,500 for uniforms, equipment/accessories, athletic gear, and school supplies. Additionally, cadets are required to bring an equipped- Leather “Sam Browne” duty belt or nylon duty belt. (Please refer to section “I. Cadet Uniforms” of this Handbook.) Cadets may purchase baby shampoo and non-oil based soap for decontamination of chemical agents.

In order to expedite the registration process, cadets must pre-order the mandatory athletic gear from the CTC Recreation Fund Store. Specifically, cadets are required to purchase a minimum of one each of the items listed below. Also, see “Checklist for handbook” online at the Academy Check in Site.

- Laundry bag (Red)
- Black duty bag

It is highly recommended that cadets have a minimum of two sets of physical training (PT) gear to include:

- PT T-shirt
- Physical Training sweat shirt
- PT sweat pants
- PT shorts

There are two CTC Recreation Fund Store Order Forms located on the CDCR website. The address and telephone number is listed on the top of the forms. One form is for the mandatory items and the other form is for other optional items.

Fax order sheets and credit card payment information to the CTC Recreation Fund Store as soon as possible, prior to the start date of the Academy at (209) 745-4706.

The non-mandatory CTC Recreation Fund Store Order Form lists items that are approved accessories; these can be purchased through any authorized uniform vendor or through the CTC Recreation Fund Store. Cadets have the option to purchase as many items listed on the form as needed. Cadets will have access to the CTC Recreation Fund Store while attending the Academy for other purchases.

## B. Reasonable Accommodations

Cadets must submit a written request to the Peace Officer Appointment Section (POAS), no later than 4 weeks prior to their scheduled Academy start date, for a disability or impairment requiring an accommodation to perform the essential functions of a cadet. The type of accommodation required and medical documentation from a physician must accompany the request. **Failure to notify POAS as required could result in dismissal from the Academy and termination of your appointment.** If a new condition arises, cadets must notify the Program Office at the known onset of the condition.

**Cadets meeting medical guideline requirements by the Office of Peace Officer Selection (OPOS) with set conditions of employment (i.e., corrective lenses, insulin, etc.) must report to the Academy with these items or be sent home. Cadets bringing injectable medications and/or syringes onto CTC grounds must declare them to the Watch Office, as security precautions are necessary due to inmates being on grounds.**

### C. Upon Arrival at the Academy

It is imperative for cadets to report to the Academy well-groomed and in a CDCR approved uniform (refer to Section I, Cadet Uniform of this Handbook). While traveling to and from the CTC, cadets must wear a cover shirt over the uniform. (Uniform patches should not be visible to the public). If a cadet is unable to obtain a uniform, they must contact their Program Office. If they are still unable to obtain a uniform after speaking to the Program Office, they must arrive to the CTC in business attire.

Cadets utilizing public transportation (e.g., airplane, bus, train, etc.) will arrive in business attire and change into their Class B uniform upon arrival. Denim of any color, sweat suits, or tennis shoes are not allowed on registration day. Attire must be conservative, non-form-fitting. Male cadets must wear collared shirts tucked into trousers. (For grooming standards and expectations, please reference section "K. Uniform and Grooming Guidelines" of this Handbook).

Upon arrival at the CTC, cadets will go through a check-in process and turn in all completed forms printed from the website. Cadets must complete all forms in **black ink**; black ink is the only authorized color for use while at the Academy. OTPD staff will provide cadets will a room assignment and picture identification card (ID). Cadets must carry their ID at all times to present upon request.

The first two days of the Academy are devoted to processing and orientation. Cadets unable to report to the CTC at the time indicated in their contact letter from OPOS, due to an emergency or other unforeseen event, must call (209) 744-5044 to inform the Watch Sergeant of their estimated time of arrival. **As per the acceptance letter from OPOS, cadets are to arrive for registration at the CTC at the time indicated, dressed in CDCR approved Class B short sleeve uniform. Cadets are to bring an original identification document, used to complete the Federal I-9 paperwork, or be sent home without admittance to the Academy.**

The following information is required on the first day of processing. Failure to provide this information may delay benefits.

1. Spouse's full name, date of birth, social security number, work address, zip code, and work telephone number.
2. Dependent(s) full name(s) and date(s) of birth.
3. Personal physician's name, address, zip code and telephone number.
4. Emergency contact(s) information: name, home/work telephone number, complete home address.
5. Make, model, year, license plate number, and color of vehicle to be parked at the CTC.
6. Name, social security number, address, phone number, and age of designee(s). A designee is the person or persons designated to receive all State pay warrants upon employee's death.

On the first day of the Academy, cadets are assigned to a Company (approximately 40 cadets) and be introduced to their CC. The CC will canvas from among the company for a

Junior Company Commander (JCC), 4 squad leaders, and a Guidon Bearer. The JCC assumes a leadership role for the company and acts as liaison between the CC and cadets. The squad leader will assist the JCC in assembling the company for formation events. The Guidon Bearer will carry the company flag.

Cadets can purchase supplies from the CTC Recreation Fund Store, including school supplies and other personal items needed for their stay at the Academy, after duty hours. The PT uniform can **only** be purchased at the CTC Recreation Fund Store. Cadets can call the store at (209) 745-4661 if they have questions regarding the store.

#### **D. Cadet Behavior Expectations and Attitude**

While residing and training at the Academy, CDCR expects cadet presence and demeanor to be a credit to the cadet and to the Department. Cadets will not engage in unprofessional behavior that may tarnish their newly chosen career. It is the cadet's responsibility to conduct themselves in a mature and responsible manner both on- and off-duty. Cadets will conduct themselves in an exemplary manner and perform all duties thoroughly and precisely. They will carry out all lawful orders and instructions given by staff. Cadets will not commit any acts, either on- or off-duty, that are unbecoming to public service and which may reflect unfavorably upon themselves or the Department. CDCR does not tolerate unethical behavior, which includes but is not limited to attempting to circumvent examination programs or dishonesty. Failing to abide by these standards may be cause for progressive discipline, up to and including termination.

Cadets are required to comply with all Department policies and procedures. Additionally, cadets are responsible for becoming familiar with and abiding by BCOA rules.

#### **E. Academy Rules**

1. **Tardiness is unacceptable and is a cause for disciplinary action, up to and including termination.** Late arrivals will be documented. Physical injury, personal illness, or **absences of any kind** resulting in absence from mandatory courses, or excessive loss of curriculum hours, may result in the cadet's dismissal from the Academy.
2. Cadets must maintain possession of all State issued room keys, chits, whistles, ID cards, driver's license, nametags, equipment issued to them, and personal items. Lost or misplaced items are subject to replacement fees and/or disciplinary action. **Cadets must notify their CC, current instructor, or the Watch Office via written memorandum of the lost/misplaced item immediately.**
3. Cadets must acknowledge and greet all custody and non-custody staff (e.g., "Good morning", "Good afternoon", etc.) except while in the dining area or restrooms. Cadets will greet staff not in uniform as "Sir" or "Ma'am".
4. Cadets must knock on an office door before entering and enter only when advised to do so. Cadets must identify themselves when entering.

5. Cadets shall refer to persons by their rank title and last name only. Cadets shall, at all times, preface their questions or statements with "Sir/Ma'am/Officer/Sergeant/Lieutenant/Captain/Cadet \_\_\_\_\_." Cadets will project their voice so that they can be clearly heard and understood.



**DIRECTOR**



**DEPUTY DIRECTOR**



**ASSOCIATE DIRECTOR**



**WARDEN**



**CHIEF DEPUTY  
WARDEN**



**ASSOCIATE WARDEN**



**CAPTAIN**



**LIEUTENANT**



**SERGEANT**

6. Loud or boisterous noise is not allowed outside of training venues or in the living areas at any time. Profanity will not be used.
7. Cadets may not operate personal entertainment devices (e.g., iPod, MP3 player, etc.) while on-duty or when inmates are on grounds. When operated off-duty, earphones must be used and operated in secure areas only (i.e., living quarters, CTC Recreation Fund Store lounge, track, or weight room). Cadets will not wear earphones/headphones while walking Academy grounds. When not in use, cadets will secure their property inside lockers. Cadets leaving devices unsecured are subject to disciplinary action. Video recording or photography is strictly prohibited on CTC grounds either on- or off-duty.

8. Cadets are required to be in their assigned rooms or dormitories by 2200 hours with lights out Sunday through Thursday nights, and by 2400 hours on Friday and Saturday nights. Cadets returning from off-duty hours must sign in no later than 15 minutes prior to curfew. This will allow time to report to their room and have the lights out by 2200 or 2400 hours.
9. Cadets will not engage in inter-room or dorm visiting at any time.
10. Classroom breaks will occur in the classroom, outdoors, or other designated break areas (i.e., CTC Recreation Fund Store lounge or assigned living quarters). Cadets will remain quiet and not loiter in the hallways or walkways during on-duty hours.
11. Cadets will refrain from placing their hands in their pockets unless they are retrieving an item. Cadets will not lean against, put their feet on walls, or sit/squat on the floor of the CTC.
12. Cadets will not chew gum, nor will they have toothpicks in their mouth while on-duty. Sunflower seeds and nuts with shells may be eaten off-duty only. Cadets must not discard shells on the floor. Cadets are not to walk while eating or drinking at any time.
13. While in Company formation, cadets will nothing in their hands or at their feet. The JCC shall be the only one to greet passing staff.
14. Black ink is the only color authorized for use at the Academy.
15. Cadets will not stand in doorways, entrances, or exit paths. The center of corridors shall be kept clear. Loitering near classes in session is not allowed.
16. Cadets will not talk, loiter, or take classroom breaks in Senior Square. If cadets must be in Senior Square for Academy events, they must be in formation. When utilizing the Senior Square walkway, connecting North and South Corridors, cadets will walk to the right of the walkway, keeping the center clear. While walking down any corridor, roadway or walkway cadets will walk to the right in a single file line, both on and off-duty while, on grounds.
17. Cadets will not put their feet on furniture; sit on the arms of couches, or chairs. Cadets will not polish their shoes on furniture. Cadets will sit in an upright position, with both feet on the floor, at all times.
18. Running is not allowed at the CTC, except during PT exercises or during an emergency.
19. Cadets must walk on designated walkways and refrain from walking on grass areas, unless participating in Alarm Response exercises.
20. Cadets will park in designated cadet parking areas. Parking spaces marked for CTC Staff and disabled parking are not for cadet use. Cadets will obey posted parking lot speed limit of 15 MPH and traffic direction signs. Loitering and loud vehicle stereo music playing is prohibited in the CTC parking lot.

21. Cadets shall not be present at, or participate in, any form of sexual activity. Cadets are not allowed to engage in, or display any intimate behavior or conduct (e.g., holding hands, kissing, hugging, etc.).
22. CDCR uniforms, equipment, and valuable personal items will be secured in the assigned locker.
23. Cellular telephones are not allowed in the CTC, dormitories, or track. Cadets must store cellular telephones in their vehicle or another cadet's vehicle, out of plain view. Cadets are allowed use of cellular telephones during off-duty hours only. When using a cellular telephone in the parking lot, the cadet will remain inside or next to their vehicle.

It is a breach of security, at CTC and inside an institution, for an inmate to access cellular telephones. Many cellular telephones are equipped with internet access, as well as cameras and video recording features. These features could allow inmates to access internet websites with instructions on making dangerous devices and weapons. Inmates could utilize cameras and video recorders to record and take photos inside the institution, which could aid in escape attempts, as well as record and take photos of staff. Cellular telephones may allow inmates unmonitored communication to outside communities for gang and other illegal activity.

***CELLULAR TELEPHONES OR ANY ELECTRONIC DEVICE WITH INTERNET CAPABILITIES ARE NOT ALLOWED AT THE CTC, INSIDE AN INSTITUTION, OR ON A CTC BUS ENROUTE TO CADET ON SITE INSTITUTIONAL TRAINING (COSIT) AND/OR THE RANGE.***

24. Cameras, personal laptop computers, tablets, etc. are not allowed on CTC grounds. They must be stored inside the cadet's personal vehicle or another cadet's vehicle, **out of plain view.**
25. Musical instruments are not permitted on CTC grounds.
26. Pursuant to State and Department policy, tobacco products (i.e., cigarettes, cigars, and "chew") are not permitted at the CTC, unless secured inside a vehicle. They are not to be used during business hours, or while inmate workers are at CTC. Tobacco use is defined as inhaling, exhaling, chewing, burning, or carrying any lighted cigarette, cigar, pipe, chew, or other lighted smoking equipment/paraphernalia (for tobacco or any other plant), or any electronic cigarette (or e-cigarette), electronic vaping device, personal vaporizer, or electronic nicotine delivery system. Tobacco use is permitted on weekdays from 1730 hours to 2130 hours and on weekends in designated areas. Cadets using tobacco products must obtain them from their vehicles. Cadets must sign out and exit through the Watch Office when going to their vehicle to obtain tobacco products; they will then proceed directly to the designated smoking area to use the tobacco products. When finished, cadets must re-secure the tobacco in their vehicle and return through the Watch Office to sign back in. ***The designated smoking area is located at the southwest corner of the CTC, near the water tanks. Failure to adhere to Department policy may lead to progressive discipline up to and including termination.***
27. CTC policy prohibits the exchange of gifts or gratuities with staff and is a violation of the Fraternization Policy. The only exception to this rule, with the approval of the Academy Commander, is for a company to voluntarily provide their CC with a

company plaque at the end of the Academy. Policy violations may lead to progressive discipline, or dismissal.

28. Fraternalization between CTC staff and Academy cadets is strictly prohibited. Conduct must be kept at a professional level at all times. Staff and cadets will not engage in any social exchange or conduct of a personal nature or conduct that could be viewed as personal in nature, either on- or off-duty.

Fraternalization is defined as any association between staff and cadets that could be viewed as, or possibly lead to, preferential treatment toward the cadet prior to their graduation from the BCOA (refer to DOM, Section 33010.25, Nepotism/Fraternalization, and CCR Title 15, Section 3391, Employee Conduct). Staff includes all permanent and guest staff assigned to the CTC regardless of classification. Examples of violations to this policy include, but are not limited to, exchanging personal information (phone/email) and any off-grounds activity.

29. It is part of the mission and values of the Department to maintain a safe and healthy environment by providing a drug and alcohol free workplace. Per Government Code Section 1031, minimum standards which must be met by peace officers are described in part as "...good moral character, free from physical, emotional, or mental condition which might adversely affect the exercise of powers of a peace officer." Cadets may not consume alcoholic beverages or drugs while on State grounds. Cadets are not to drive while intoxicated, nor are they to consume alcoholic beverages while in their personal vehicles, a State vehicle, or living quarters. Cadets reporting for duty and/or returning to the Academy from off-duty hours, under the influence and/or intoxicated, being disruptive, uncooperative, and unable to function, are subject to progressive disciplinary action up to and including termination. Excessive use of intoxicating liquors in public places, which causes criticism and loss of confidence by the public and discredit to the Department, will be avoided at all times.

30. The CDCR cap (Class B/C Cap) shall be removed immediately when entering a room or hallway and immediately put back on when exiting a room or hallway. When not being worn, the CDCR cap shall be tucked into the pant waist band at the small of the back.

31. As a peace officer, irresponsible conduct reflecting discredit on the cadet and the Department, either on- or off-duty, will be avoided at all times.

**Cadets arrested for any reason are subject to disciplinary action up to rejection during probation.**

#### **F. Classroom Rules**

1. Prior to attending each scheduled class, it is the cadet's responsibility to review and familiarize themselves with the curriculum. Cadets will arrive to class with all required equipment, study materials, the CCR Title 15, assigned laptop, and the Cadet Handbook. Laptops will be issued containing all curriculum.
2. When asking a question in a classroom setting, cadets shall speak clearly projecting their voice to be heard and understood by all.
3. Food is not allowed in classrooms. Food must be eaten in designated break areas



(e.g., CTC Recreation Fund Store lounge, picnic area, etc.).

4. Beverages in classrooms must be in a spill-proof container, 24 ounces or less in size. Open spout lids, glass containers, or aluminum cans are not allowed.
5. Water is the ONLY consumable item allowed in the gym, weight room, and the multi-purpose room (MPR). No other food or beverages are allowed in these rooms. Water bottles can be no larger than 24 ounces. Water with colored supplements or additives are not allowed.
6. Cadets must come to attention in their seats when the class instructor enters the classroom. They will remain at attention until put at ease by the class instructor. All business being conducted will cease at this time. Once class is in session, cadets will come to attention again provided the person entering the room is a Lieutenant, Captain, or the Academy Administrator.
7. Cadets must remain alert at all times in the classroom. Being less than alert (e.g., sleeping, severe nodding-off, etc.) in class or on the bus, may be cause for progressive discipline. Cadets may stand at the rear of the classroom to assist in remaining alert.
8. Cadets will not talk to other cadets or other staff during the instructor's presentation. Disrespectful behavior of this nature will not be tolerated. Courtesy will be the rule in the classroom.
9. Cadets will not bring book bags or laptops on the bus during COSIT, range, or into a Major Exam area.
10. If a class instructor is not present within five minutes of the scheduled class start time, the JCC will immediately contact the Watch Office at extension 5043 or 5044 or report to the Watch Office.

#### **G. Dining Hall**

1. Cadets will report to the dining room for lunch when designated on their Company Schedule. Breakfast and dinner can be accessed anytime during off-duty hours. (See page 16 for dining hall hours).
2. Cadets will sign-in on the "Meal Log Book" located by the Dining Room Entrance.
3. Cadets will quietly stand at parade rest and form a single line starting at the main entrance to the dining hall. This line will not block any doors or hallways at any time.
4. Cadets will not bring books, book bags, laptops, additional clothing, and food or drink containers, etc., into or out of the dining room. The dining hall is not the appropriate area to socialize.
5. Socializing in the Dining Hall is not allowed.
6. Cadets will be appropriately attired while in the dining hall.
  - a. No shower shoes are allowed (flip flops are considered shower shoes).
  - b. No tank tops.

- c. Sleeveless shirts or attire that exposes the underarms are not allowed in the dining hall.
- d. PT gear that has been worn in a training activity will not be worn in the dining hall.
- e. Food Service reserves the right to refuse service to anyone violating the dress code or behavior.

Cadets must present themselves in a clean and professional manor while eating in the dining hall. Additionally, cadets should be conscientious of their personal hygiene.

7. Cadet dining room guidelines:

- a. Cadets will utilize two hands when carrying a food tray.
- b. Cadets will sit in the rear dining room filling up the back area first and working towards the front. Cadets will sit in the next available seat regardless of friendships or company affiliation. When overflow allows for front dining room seating, cadets should still pursue a rear dining room seat before going to the front dining room. If the rear dining room is closed off, the front dining room may be utilized. When in the staff dining area, cadets will move in a clockwise direction. While in the cadet dining area, cadets will move in a counter clockwise direction.
- c. Cadets are to use the cadet dining hall salad bar. If this salad bar has a line longer than 10 cadets, then cadets may use the side of the salad bar closest to staff dining.
- d. Cadets are to use the two soda machines located in the cadet dining hall. If the line for soda exceeds 10 cadets, then the soda machine closest to the cadet dining hall exit doorway may be used. Cadets may not use the soda machine closest to the culinary cashier.
- e. When cadets are done eating, they must clear their trays and exit the dining hall. Loitering and socializing is not permitted. Cadets should empty all trays, plates, and bowls in the appropriate trash bins and place them on the carousel. Flatware will be placed in the bins identified on the top of the trash bins. Leftover ice and liquids in non-disposable containers should NOT be poured into the trash containers. Glasses with ice and liquids will be left on the tray. All paper containers (cereal boxes, coffee cups, etc.) with liquid in them, are to be disposed of in the trash containers, including the liquid.
- f. Cadets should clear all trash and leftover food (fruit, yogurt, milk) from the tables. Dairy products or fruit should not be returned to the refrigerators, they must be thrown away.
- g. Cadets should exit the dining room through the door at the rear of the staff dining hall.

8. Food Services reserves the right to refuse service to anyone violating the dress code or behavior.

9. **No special diets will be prepared.**

10. Dining hall hours:

Breakfast	0500-0800	Mon. – Fri.	Breakfast	0700-0900	Sat.- Sun.*
Lunch	1100-1300	Mon. – Fri.	Lunch	1100-1300	Sat.- Sun.*
Dinner	1600-1800	Mon. – Fri.	Dinner	1600-1800	Sat.- Sun.*

\* Self-Serve Meals ONLY

Weekend dining sign-up sheets will be posted at the Computer Check-in area each Wednesday. Cadets utilizing the dining hall during the weekend will adhere to the following rules:

- Only cadets who signed up will be allowed to take a meal.
- No food shall be taken out of the dining hall.
- When finished, cadets shall leave tables neat and clean and dispose of all trash.
- A maximum of three (3) meals per cadet per day (breakfast, lunch, and dinner).
- Meals shall only be taken from designated locations (refrigerator, freezer, counter, etc.)

The juice machine will be off-line on the weekends. However, milk, juice containers, and fountain drinks will be available.

## H. **Cadet Discipline**

Cadets who fail to comply with CCR Title 15, DOM, Government Code, Institutions and Camps Manual and/or other Department rules and regulations, will be subject to the appropriate disciplinary action. Depending on the severity of the violation, this can include termination from State service or Rejection During Probation. The severity and repetitiveness of an individual's behavior or actions will dictate the level of discipline to be administered.

### 1. **Progressive Discipline**

- a. **Preventive Action** is the proactive steps taken by a supervisor to eliminate or reduce the need for corrective or disciplinary action. Preventative action includes training, informing the cadet of rules, and verbal reminders of expectations.
- b. **Corrective Action** is taken once a problem is identified. It attempts to bring the cadet's performance up to standard or to prevent continued misconduct. Corrective action may include written documentation of corrective interviews that may be in the form of Employee Counseling Records (ECRs) or Letters of Instruction (LOI).
- c. **Rejection During Probation** is the final phase of the progressive disciplinary process. It is defined as formal disciplinary action resulting in dismissal.

2. During a CO's career, discipline plays a very important role. The purpose of employee discipline is to improve performance and enhance standards of conduct. At the Academy, discipline is administered based on the seriousness of the incident. Reasons for discipline may include:

- a. Misbehavior - Knowingly disobeying a rule or order.

- b. Mistakes - Unintended error.
- c. Failure to Perform – Testing or exam failure.

Misbehavior is generally regarded as the most serious because it reflects the character of the individual. Character cannot be tested or measured academically. Over the course of the 12-week Academy, a cadet's character is revealed. Misbehavior, misconduct, or repetitive mistakes are undesirable qualities for a peace officer. The circumstances surrounding such actions are reviewed by the Program Lieutenant, Academy Commander, and the Cadet Appraisal Analyst, for appropriate action.

### 3. Cadet Incident Card

One method of tracking information regarding cadets is with Cadet Incident Cards, commonly referred to as "Blue Cards." Blue Cards are used for documenting commendations (positive incidents), "gigs" (negative incidents), and information concerning cadet behavior. Each cadet will carry **two** Blue Cards at all times. **The top portion of the Blue Card must be filled out by cadets, except for the date and time.** Cadet will present a Blue Card to any staff member upon request. If the incident is a "gig," staff will remind cadets of the rule(s) and their responsibility. Cadets will go to their CC for a replacement card. All Blue Cards are reviewed and logged by the Program Sergeant. The CC's will receive a copy of the disciplinary log. The Blue Cards are then placed in the cadet's file.

- 4. Cadet actions of a criminal nature will result in Rejection During Probation. All rejections during probation must comply with the guidelines set forth in the Governmental Code Section 19173. Such actions are taken following approval by Academy Administration, and are subject to review by the State Personnel Board.

## I. Cadet Uniforms

**On the first day of the Academy, cadets are required to report to work in CDCR Silver Tan regulation short sleeve shirt (Class "B" shirt) and CDCR Olive Drab Green (ODG) Line Duty Cargo Pant (LDP). ODG/LDP pant legs shall be worn straight and shall not be bloused.** Cadets are required to have a minimum of two sets of uniforms. Each set is approximately \$130 to \$150. Cadets may purchase CDCR approved Class B cargo pants and Class B short sleeve shirt with CDCR arm patches at any uniform supply store throughout the state. **See Uniform Specifications memorandum to ensure the proper uniform is purchased. CDCR approved uniforms are required and must be purchased prior to your arrival to the Academy. NO Battle Dress Uniforms (BDU's).**

Cadets are responsible for cleaning their own uniforms during the Academy. The Class B uniform short sleeve shirt (without pleats on the pocket) should be large enough to accommodate the stab-resistant vest and the range of body motion required during training. When purchasing the uniform, keep in mind that it should not be form fitting. Cadets should be able to perform squats without the uniform pants pulling into the groin area. Pant pockets should not gap open while in the standing position.

Cadet uniform includes the following:

- 1. White crew neck T-shirt.

2. Black uniform boots, plain-toe leather highly shined at all times (no metal-toe or cross-toe stitching boots) and black socks. Boot height must be a minimum of 8-inches, maximum of 10-inches.
3. CDCR uniforms should be neat, clean and pressed. All four corners of the brass buckle on the leather basket weave belt shall be visible. Pants are not to be bloused.
4. Pockets should be buttoned/zipped at all times.
5. The Academy-issued nametag is worn centered over the right pocket of the Class B shirt.
6. Handcuff key will be secured on the duty belt at all times unless in use. While attending PT, cadets must have chits and whistle with them (typically secured in the black pouch).
7. CDCR Class B/C cap must be worn while in CDCR uniform when **outside**. CDCR cap will not be worn indoors. While indoors, the cap will be tucked into the pant waist band at the small of the back. Hair will not be visible on the forehead. Class B ponytail cap for females is approved. Open back or “snap back” caps are not allowed. All cap bills must have a curved design. Flat bills are not allowed.
8. Black leather basket weave utility belt (Sam Browne), **2 ¼-inch width with gold, 2-inch square, four-sided brass buckle**, or black nylon duty utility shall be worn with the ODG/LDP pant. No mixing of leather and nylon items.
  - a. Black duty bag. All equipment, except vests, must be stored in this bag.
  - b. Black leather basket weave handcuff case with brass snaps or nylon handcuff case with black snaps.
  - c. Black leather basket weave glove pouch with brass snaps or nylon glove pouch with black snaps.
  - d. Leather or nylon universal radio carrier with retention strap.
  - e. Four black leather basket weave keepers with brass snaps or nylon belt keepers with black snaps.

**Note:** The key holder and flashlight holder should fit on this belt.
9. Key holder: black basket weave, or nylon, with gold colored key clip, worn on strong side in line with seam of pant leg. No more than four keys and one whistle on key ring.
10. Wallets carried in rear pocket.
11. CDCR approved Class B waterproof, or non-waterproof, jacket must be worn snapped, or zipped up, three to four inches from the top, unless instructed otherwise by OTPD staff. The Class B jacket is seasonally mandatory, November 1st through April 30th. When mandatory, the Class B jacket must be worn until 1000 hours when outside of the classroom. After 1000 hours, the Class B jacket is

optional. The Class B jacket will have a cloth name tape containing your first initial and last name in gold lettering with green backing centered over the right pocket. Jackets will have proper CDCR arm patches, without the star patch. No fur will be worn on collars.

12. Flashlight: black in color, plastic, or aluminum. Maximum length 11-inches. To be worn for specified classes or COSIT.
13. While on Academy grounds, cadets must carry their CDCR ID and valid State issued driver's license to present upon request. During COSITs, cadets will adhere to institution and departmental policies concerning ID's.
14. When in uniform, two Blue Cards shall be carried in the right breast pocket of the uniform shirt and available when in PT gear.
15. While in uniform, cadets must carry a pocketsize notebook and black ink pen on their person at all times.
16. Sunglasses are not a part of the cadet uniform; however, prescription transitionals are approved.
17. Stab-resistant vest.
18. Backpacks are not allowed to be worn while in uniform. Additional curriculum may be carried in a binder, or a small black book bag or tote bag. The bag must be carried on one shoulder, not across the body.
19. Rain gear for inclement weather must be clear in color and may be worn over the Class B uniform jacket or PT uniform. Rain gear will be provided by the CTC

Cadets are expected to wear their uniform properly and take great pride in the maintenance of their uniform. The CDCR uniform and Academy's physical fitness uniform cannot be mix-matched with civilian attire. Wearing the uniform improperly is considered being out of uniform. Cadets wearing uniforms while traveling to and from the CTC must wear a cover shirt. Uniforms should not be worn in public. Cover shirts must be put on and/or removed at your vehicle. At no time will the CDCR or PT uniform be worn off-duty on grounds.





## ITEMS REQUIRED TO BE PURCHASED

- Black leather basket weave (Sam Browne) or nylon utility belt.
- Four black leather basket weave or nylon belt keepers.
- Black leather basket weave or nylon PAD case.
- Black leather basket weave or nylon handcuff case.
- Leather or nylon universal radio carrier with retention strap.
- Black leather basket weave with gold color key clip or nylon key holder with black colored key clip
- Black leather basket weave or nylon glove pouch.
- Black MMA-type training gloves.
- Black leather or nylon flashlight holder.
- Notebook – pocket size.
- Search Mirror



\*Note:  
Include the following  
items:

- \* Flashlight- pocket size
- \* Black ink pens
- \* Groin Protection
- \* Mouth piece
- \* Black duty bag



## ITEMS PROVIDED BY THE ACADEMY – DO NOT PURCHASE

- Protective stab vest.
- Expandable baton with holster.
- MK-9 inert spray with thigh rig.
- Handcuffs with key.
- Safety glasses.
- Hearing protection.
- Micro shield.
- Protective/Latex gloves.
- Radio.
- Personal alarm device.





## Graduation Uniform

Cadets are required to purchase a minimum of one long sleeve or one short sleeve Class B shirt and ODG/LDP pant. The uniform must meet the specifications outlined in DOM Section 32020.6. Additionally, Class "A" pants can be **voluntarily** purchased as an **option** to wear for graduation. Uniform vendors will be on CTC grounds during week seven or eight to begin fitting cadets for graduation uniforms. The BCOA uniform coordinator must approve the purchase and verify proper fit no later than Week 10. Expect to spend approximately \$130 to \$150 per set of uniforms. Earrings are not to be worn during the graduation ceremony or with the graduation uniform.

### J. Alternate Uniforms for Specialized Training

Alternate uniforms will be worn during Physical Fitness, Arrest and Control, and Expandable Baton. These include:

- PT sweat shirt.
- PT T-shirt.
- PT shorts.
- PT compression shorts (black or gray only) **MUST** be worn underneath PT shorts, PT sweat pants.
- Running shoes and black or white socks.
- Black knit beanie cap with the CDCR star patch (outdoors only).
- Spandex shorts may be worn under PT shorts during training.

Cadets must report for PT, Arrest & Control and Expandable Baton training wearing the complete PT uniform. During Arrest & Control and Baton training, cadets may choose to remove only the sweatshirt. Cadets may remove their sweatshirt and/or sweatpants during PT classes only. Cadets must be wearing proper PT shirt and shorts underneath. Clothing must be neatly folded, stored, and placed in the designated area. The complete PT uniform must be worn prior to getting in formation for class dismissal. Exception: Between May 1<sup>st</sup> and October 31<sup>st</sup>, cadets are not required to don their PT Sweatshirt for training after 1000 hours. **PT shorts will only be worn during PT. Cadets will not write their name on their PT clothing until instructed to do so.**

Once PT, Arrest & Control or Baton training is completed, cadets must shower and change into the appropriate uniform for the next class.

Cadets will be cognizant of the Academy policy of uniformity while in Company formation.

### K. Uniform and Grooming Guidelines

Per DOM Section 33020.6, the following minimum guidelines apply to each cadet:

1. Male cadets will be clean-shaven each morning. Neatly trimmed mustaches are permitted. Mustaches shall not extend below the corner of the mouth. Waxed ends or points are not allowed. **Beards or goatees are not permitted.** Cadets with rapid beard growth may be required to shave twice a day.
2. Sideburns shall not extend any lower than the middle of the ear. The maximum width at the bottom of the sideburns shall not exceed 1 ½-inches.

3. Hair must comply with Department grooming standards, prior to your arrival at the Academy.



4. Hair shall not be styled or combed forward extending lower than the eyebrow when measured from the high point of the eyebrow and shall not be visible on the forehead while wearing the uniform hat. Hairstyle and length shall not impede, restrict, or detract wearing of the uniform hat properly. Hairstyle and color shall not detract from the uniform.

Male cadet hair shall not extend below the top of the shirt collar while sitting or standing in an erect position and shall not cover any part of the outside portion of the ear.

Female cadet hair, including braids, shall not extend below the bottom of the collar, and shall be off the ear. Long hair shall be worn up in a neat style. Hair decorations are not permitted and hair clips and/or pins shall match the color of the hair. **NO distracting hair colors or hairstyles. This applies to men and women.**

5. Jewelry:

- a. Wedding bands shall be the only ring(s) worn. Per CalHR rules,

reimbursement for lost rings shall not exceed \$100. Precious or semi-precious stones shall not be worn (except in wedding bands).

- b. Chains or necklaces shall not be visible while wearing the uniform.
  - c. Medical Alert bracelets may be worn.
  - d. Wristwatches are permitted to be worn on the wrist. Watches shall not be worn on chains or pinned to the uniform. Watches will be mainly black in color. Bright colored watches or “Smart” watches are not allowed.
  - e. Earrings shall not be worn with the uniform.
  - f. Ring/stud earrings or other jewelry decoration/ornament on/in the nose, tongue, or ear(s) are not permitted while in uniform. Additionally, jewels, ornaments, or rings/studs worn on the visible facial areas are not permitted.
  - g. Body piercings or body modifications that could pose a safety or health risk shall be removed prior to Academy training.
- 6. Fingernails shall not extend more than ¼-inch beyond the tip of the fingers. Nails shall be neat and clean. Fingernail polish, if worn, shall be clear in color. French manicure is permitted.
  - 7. Female cadets may wear a **light** application of cover up that will blend with or match the natural skin tone. Eye makeup, blush, or lipstick is **not** allowed. False eyelashes are not permitted. Lip protection will be clear and non-glossy.
  - 8. Due to health and safety risk, cadets shall not receive tattoos while attending the BCOA. This also includes touching up, altering or adding on to existing tattoos.

#### **L. Off-Duty Attire**

- 1. Cadets must be in possession of their cadet ID card, valid driver’s license, and two Blue Cards while on grounds, on- or off-duty.
- 2. Cadets in off-duty attire are not permitted in the North Corridor, Monday-Friday, 0600-1700 hours.
- 3. Clothing will be neat, clean, and worn in good taste. Attire must be conservative and non-form fitting. Civilian attire is not permitted in the classroom during on-duty hours.
- 4. White t-shirts, crew neck shirts, or any other type of white undershirt shall not be worn as the outer garment with civilian attire.
- 5. All attire shall be worn in a manner consistent with good taste and in recognition of the work setting. Tank tops, blue jeans, shower shoes, and clothing items with wording or print depicting offensive, sexual, racial, or derogatory remarks are not permitted. Camouflage of any kind is not allowed (e.g., clothing, hats, backpacks, or luggage, etc.). **Blue denim clothing of any kind is not allowed (e.g., pants, jackets, blouses, shirts, etc.).** OTPD staff will determine what is unacceptable, if clothing item becomes questionable. Clothing with writing across the buttocks area is not permitted on CTC grounds.

6. Shorts are authorized during off-duty hours, if they are hemmed and are no shorter than 3-inches from the top of the knee.
7. Spandex type clothing is not allowed.
8. Ball caps of any kind shall be worn with bill straight forward, and removed indoors, on- or off-duty.
9. Bare feet or braless attire is never permitted outside of dorm room or within the public areas of housing unit.
10. Sleeveless shirts or attire that exposes the underarms or abdominal area are not permitted.
11. House shoes/slippers, shower shoes, flip flops, or pajamas are not to be worn outside of the living quarters. However, sandals are authorized.

#### **M. Cadet Housing**

The Academy offers cadets who reside over 30 miles (one way) from CTC, the option of living on-site, as well as off-site at the cadet's own expense.

**Cadets will inform OPOS, at the time of confirming their employment, of their housing choice. The Academy will provide housing to cadets choosing to live on-site.**

Cadets must maintain their assigned housing in accordance with the following guidelines. These guidelines are necessary to afford and promote clean, healthy, safe, secure, and orderly living conditions for all cadets. Failure to comply with established policy in this area can lead to disciplinary action and displays a lack of respect for fellow cadets and staff.

##### **1. Off-Site Housing**

Upon registration, off-site cadets must provide their off-site residence address and phone number

##### **a. Off-Site Lockers and Showers:**

Cadets residing off-site will be assigned lockers to store uniforms and personal items. Lockers **must** be secured at all times with a State-issued padlock provided by the Academy.

Shower facilities are available to accommodate cadet hygiene needs. Cadets shall not exceed five minutes when showering at the CTC. Cadets will not go to or from common area showers or restrooms without being fully clothed. Room doors will be closed at all times. Common areas, showers, and restrooms will be cleaned daily. Cadets residing off-site are also responsible for the cleanliness of these areas. All trash will be picked up and the trashcan emptied into the dumpster. The janitorial room will be kept clean and orderly.

b. Meals:

Meals for cadets are provided at the CTC Dining Hall three times per day. During the week, the Company's duty schedule will identify the hours to report to the Dining Hall. Off-site cadet residents **will not** receive meal per diem to dine off-site, but will be allowed to dine in the Dining Hall.

c. Travel Reimbursements:

Cadets will not receive mileage reimbursement when traveling to and from the CTC on weekends. Cadets will be reimbursed when traveling to the CTC for their report date **only**. Reimbursement will cover mileage, airline tickets, or bus fare. The travel reimbursement process will be explained further during the orientation.

2. On-Site Housing

- a. **Academy facilities and assigned living areas are subject to inspection at any time.** Cadets are responsible for the daily cleanliness of their living areas. Dormitories may be inspected daily, at any time without notice, by staff. If cleaning supplies are needed, contact the custodial unit in building "Y".
- b. Rooms and common areas (i.e., bathrooms, hallways, and janitorial rooms) must be **clean** and **orderly at all times**. A cleaning schedule will be posted for the assignment of these responsibilities. The schedule will also include cadets using a room designated as an off-site locker room. Floors will be swept, mopped, or vacuumed. Surfaces will be free of dust. Sinks will be clean and free of items; hand soap is the only item that may be left on the sink. Cadets will dispose of trash from their rooms in the large trashcans located outside of the housing units. Cadets will not take the trash from their rooms and place it in the large trash can in the restrooms. Tops of dressers, desks, or lockers will be free of items with the exception of a clock (no clock radios) and one personal photo frame (per cadet) no larger than 4" x 6." Nothing will be attached to the walls, doors, or inside/outside of lockers, unless instructed.
- c. Nothing shall be left on the floor, with the following exceptions: each cadet may leave **one** luggage item (closed) and **two** pairs of footwear **neatly under** each bunk. Within closet areas (with or without doors), cadets may store additional items on the floor, in an **orderly manner**. All other personal items, including books and clothing, must be put away neatly inside lockers, dressers, closets, or duffel bags. Personal furniture, including cardboard dressers, folding chairs, and rugs are not authorized.
- d. Rooms must be secured. Personal valuable items (i.e., wallets, money, jewelry, identification, personal information, electronic devices, keys, duty equipment, uniforms, and lesson plans) must be **locked** away.

***In Q, R, S, T, and U Housing Units, these items must be stored out of sight.***

***All padlocks and lockers shall be locked any time you are not within immediate control of your property. There will only be one locker assigned per cadet, with a State-issued padlock provided by the Academy. Failure to comply may result in disciplinary action.***

Cadets will be provided State-issued padlocks to secure their personal belongings. OTPD staff may conduct routine living-quarters inspections at any time. During inspections, cadet lockers may be opened to ensure the health, safety, and security of the CTC is maintained. Lockers will only be opened with the cadet present.

When a cadet is assigned a bed, they will automatically be assigned a locker, or dresser drawer that corresponds with their bed number. Cadets will **ONLY** use the locker, or dresser drawer that is assigned to them. On the door card that is affixed to the door, the cadet will legibly print their bed number, their name (last name, first name), and their control number. A luggage tag with the cadet's name and control number must be visibly attached to each piece of luggage, duty, or duffel bag.

- 1) E, F, and G DORM – Cadets may have one **small** single-bulb lamp on the nightstand.
  - 2) H and I DORM – Single bulb lamps are not authorized.
  - 3) Q, R, S, T, and U rooms – All valuable items must be stored out of sight and windows must be secured. Stab resistant vests are to be placed under the beds when not in use. Items will not be stored on or around the air-conditioner/heating unit. Items will not be stored in the shower.
- e. Beds will be made daily, uniformly, with hospital corners and nothing will be left on them. Only CTC issued bedding is allowed on the bed. **Personal** items will be put away. A State issued or personal white towel and face towel may be hung on the hook, bar, or a hanger in the assigned locker. Dirty clothing may be stored in a red mesh laundry bag, which may be hung in the closet, or at the foot end of the lower bunk.
  - f. Water and protein/supplements are the only consumable items allowed in cadet housing. Cadets are allowed to store one case of bottled water under their bunk. Dietary supplements (i.e., powder drink mix, protein bars, etc.), may be stored in the assigned locker. All powders and pills must be stored in a sealable container. A one-week supply is the maximum allowed amount to be store in the locker.
  - g. Cadets will not go to or from common area showers or restrooms without being fully clothed. Room doors will be closed at all times.
  - h. All electrical items (lights, air conditioner, hair curler, etc.) will be shut off when not in use and secured. If the heater/air conditioner is used, windows must be closed. **HEAT GUNS ARE NOT ALLOWED.**
  - i. Cadets are prohibited from possessing sexually explicit materials (e.g., personal photographs, drawings, magazines, and pictorials showing nudity). Prohibited materials will be treated as contraband and disposed of, or mailed to the cadet, at the cadet's expense. The cadet may be subject to progressive discipline, up to and including termination.
  - j. Cadets are required to **legibly** fill out **two** *Living Quarters Inspection Checklist Forms* with their room number, name, and control numbers. Each cadet assigned to the room must have their name on both inspection sheets. Cadets

will leave the completed forms on a table or dresser top just inside of the door for use by staff inspecting the rooms and/or dorms. If a form is used, the cadet will obtain another form from their CC and fill it out to replace the used form. There should always be **two completed** forms in each room or dormitory. Failure to have a form present for use by inspecting staff will result in a “gig” (Blue Card) for each cadet assigned to the room.

- k. Cadet uniforms will be secured in lockers at all times, with the exception of soiled PT clothing, which can be hung in the locker. **Nothing** is to be left hanging from fixtures, blinds, thermostat, etc.

## **N. Change of Housing**

Cadets electing to change housing arrangements, consisting of off-site to on-site or on-site to off-site housing, will be required to fill out the necessary request form and receive an acknowledgement signature from their CC and approval signature from the assigned Program Sergeant. Requests must be received five working days in advance. Cadets will not be allowed to switch back and forth, once a change is made.

## **O. Cadet Daily Departure and Return Procedures**

1. Cadets must notify the Watch Office if they will be late for duty or curfew. They must provide notice **PRIOR** to being late. Only emergencies will be accepted as reasons for being late. Each situation and disciplinary action will be handled on a case-by-case basis. The Watch Office phone number is 209-744-5043.
2. Cadets will use the barcode readers located in the foyer across from the Watch Office to enter/exit the CTC. Cadets must slide their ID card in the barcode reader with the barcode facing toward the right of the reader. Cadets must ensure the screen indicates “Successful check out” prior to departing grounds or “Successful check in” upon entry. Each time the ID card slides the barcode reader, it will beep and display the cadet’s ID card information. The sole entry and exit point for the CTC is the Watch Office. This applies to all situations, whether the cadet is going to the parking lot to leave grounds or to retrieve something from their vehicle.
3. Cadets will be disciplined for failing to log in/out using the barcode reader immediately before exit and/or upon entry. Cadets shall immediately notify the Watch Office of any error or issue with the barcode reader.
4. The North Corridor will not be used when traveling to or from Glass Hall, or when entering and exiting the CTC. This applies whether cadets are in uniform or in civilian attire. Cadets leaving classrooms in the North Corridor due to breaks must use the closest corridor exit in order to minimize traffic. Cadets will utilize the South Corridor and Senior Square route only to enter and/or exit the CTC. Cadets with classes in the North Corridor will use the courtyard areas (walkway between the buildings) to go from North Corridor to the South Corridor. Cadets will always use the closest entrance/exit doors nearest their classroom in the North Corridor. The North Corridor is also off limits at the conclusion of PT in Glass Hall. **Cadets may only utilize the South Corridor to access their living quarters.**
5. Cadets may not access the parking lot while on-duty or during their lunch hour. **Cadets must notify their CC or Program Sergeant of emergencies.**

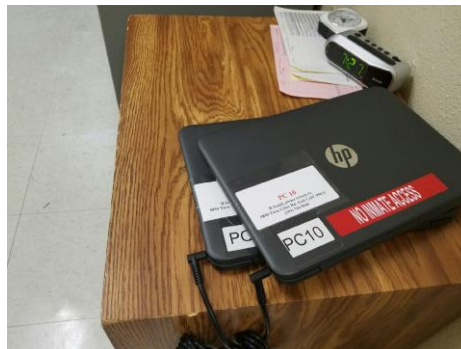
6. The designated cadet drop off and pickup area is located at the front of the CTC identified by a white curb and posted sign.
7. Any exceptions to CTC arrival and departure procedures must have PRIOR written authorization from the Academy Commander, or designee.

**P. Academy Curfew Hours**

1. Cadets must be in their living quarters during the quiet hours of 2200-0400, Sunday through Thursday nights, with lights out. Cadets returning from off-duty hours (Sunday – Thursday) must sign in no later than 2145 hours. This will allow cadets time to report to their room and have the lights out by 2200.
2. On Friday and Saturday, cadets must sign in no later than 2345. Quiet hours on Friday and Saturday are from 0001-0400.
3. Cadets may remain off-grounds from the **end** of their scheduled duty day on Friday until the **start** of their scheduled duty hours on Monday.
4. On-Site cadets may **not** remain off-grounds Monday through Thursday nights without prior written approval. Emergencies arising during off-duty hours require cadets to notify the Watch Office. Please refer to Section N – Change of Housing.
5. Cadets returning to Academy grounds during quiet hours will be permitted to return to their room. However, action will be documented and the cadet may be subject to progressive discipline, up to and including termination for any non-substantiated circumstance(s).
6. Cadets may sign-out and depart grounds no earlier than 0500 hours, at any time during the Academy.

**Q. Curriculum**

Cadet curriculum is provided on a State issued laptop and is assigned at the start of the Academy. A review of the laptop will be presented during orientation. When not in use, laptops must be stored in the assigned protective bag. If the laptop is damaged, cadets shall provide a written statement indicating how and when the damage occurred. Based on the severity of the damage, the Program Sergeant/Lieutenant will determine whether the damage was accidental or due to negligence. All laptops damaged beyond repair shall be surveyed out via the Department of General Services. Designated charging areas within living quarters will be clearly marked for laptop charging use. Only designated charging areas will be utilized (i.e., not on mattresses or bathroom sinks). It is the responsibility of cadets to ensure their laptop is fully charged before reporting for duty.





The BCOA Program is divided into the following areas. Cadets are expected to meet the minimum standards in these areas:

1. Academic Instruction
  - a. Penal Code (PC) 832 Examination
  - b. Mandatory Examinations
  - c. Classroom Assignments
  - d. Practical Skill Demonstrations
2. Firearms Training
  - a. Ruger Mini-14 Rifle
  - b. Semi-Automatic Handgun (SAH) Glock 22, .40 caliber
  - c. 40mm Launcher
3. Physical Training
  - a. Purposes and Expectations
  - b. Physical Fitness Training Test
4. Tactical Skills
  - a. Arrest & Control Techniques
  - b. Expandable Baton
  - c. Alarm Response
  - d. Reality Based Training Scenarios

**THE FOLLOWING ARE MINIMUM ACADEMIC STANDARDS:**

**Absences causing cadets to miss a portion of the curriculum beyond the established minimum attendance and participation requirements may result in dismissal from the BCOA.**

1. Academic Standards

- a. PC 832 Examination

The Commission on Peace Officer Standards and Training (POST) requires that each peace officer successfully complete a course in the Laws of Arrest. An on-line computerized examination, PC 832, is scheduled and administered during each Academy class. All cadets are required to take the examination even if they have a certificate from an outside agency. The examination is conducted on-site and scored on a Pass/Fail basis. Should a cadet fail, they will be notified and given the opportunity to retest. Failure to pass the retest may result in Rejection During Probation and dismissal from the Academy.

- b. Mandatory Examinations

Each cadet must pass each segment of all mandatory examinations. These exams are conducted periodically throughout the 12-weeks. Failure to pass any segment at the minimum acceptable competency level requires a retest. Should a cadet fail any segment of a mandatory examination, an Academic Failure Notice will be issued. The notice will include the date/time of the retest

examination and the segment(s) to be retested. Failure to report to the retest will result in Rejection During Probation. Failure to pass the retest will result in Rejection During Probation and dismissal from the Academy.

All written examinations will evaluate the cadet's knowledge of the required objectives for the majority of the curriculum. Once the cadet has shown competency in a subject matter area, they will not be tested on that material again. Cadets are required to review and acknowledge receipt of the Examination Policies and Procedures Statement, which outlines the procedures to be followed when taking major examinations and retests. Cadets are observed during the examination process to ensure that testing policies and procedures are strictly adhered to. If, during an examination or retest, a cadet exhibits behavior that is construed and supported as a serious infraction of the testing policies (e.g., cheating), the cadet will be removed from the examination or retest and Rejection During Probation proceedings will be initiated. Exam questions are confidential and may not be discussed at any time. Cadets who fail to arrive for a test or retest before the proctor statement has begun will not be allowed to take the test and a failure will be recorded.

c. **Classroom Assignments**

Cadets must complete all classroom assignments satisfactorily. Any assignment that is incomplete or incorrect may be redone until the assignment is successfully completed. Cadets unable to demonstrate proficiency in classroom assignments may be referred for Disciplinary Action.

d. **Practical Skill Demonstrations**

Many courses require cadets to perform practical skills to demonstrate they have learned the training objectives. These demonstrations are graded on a pass/fail basis.

During the course of the Academy, cadets may be issued material related to various course curricula. Cadets are expected to report to class with the related material for each course of training. Failure to do so may result in disciplinary action.

2. **First Aid and CPR**

This is a multimedia standard first aid course certified by the Emergency Medical Services Safety Services. This course provides cadets with the working knowledge of and use of the Automated External Defibrillator (AED), standard first aid, and/or infant, child and adult CPR. This course includes issuance of a mouth shield and policy memorandums.

3. **Firearms Training**

This training consists of instruction in the use of two departmental weapons, the Ruger Mini-14 and the SAH Glock 22, .40 caliber (POST mandated). A minimum proficiency rating of 70 percent is required for the Mini-14 basic course of fire (88 out of 125 possible points). The Glock 22 (SAH) requires an initial attempt at the departmental course of fire with a minimum proficiency rating of 70 percent (31 out of 45 possible points). Upon completion of the departmental course of fire, cadets

will shoot the basic course of fire with a minimum proficiency rating of 80 percent (29 out of 36 possible points).

Red Gun voluntary training for cadets will be available only during off-duty hours and after receiving the Firearms Familiarization course. This training will be available for the remainder of their Academy. Training will occur in the Glass Hall.

Cadets who fail to qualify initially with these weapons will be given one additional attempt. Failure to qualify on the basic course of fire may result in Rejection During Probation and dismissal from the Academy. Misconduct or unsafe actions committed on the range may result in your immediate removal from range training, resulting in Rejection During Probation and dismissal from the Academy.

#### 4. Physical Training

Cadets will participate in **mandatory** PT during the 12-week Academy, rain or shine. If a cadet becomes ill and misses any portion of a PT class, the cadet must obtain written medical verification from their physician, which includes identification of the illness or injury, including return-to-work status and limitations.

The purpose and expectations of the PT program is as follows:

- a. To increase the cadet's fitness level. This includes the normal components of fitness (i.e., aerobic and anaerobic capacity, muscular strength, and endurance, etc.).
- b. PT prepares cadets to meet the various physical challenges that they will experience on a daily basis as a correctional officer.

PT consists of warm-up/cool-down, stretching, calisthenics, formation running, running at your own pace, circuit training, wind sprints, and a 25-station weight training circuit.

Cadets are required to participate in the Physical Fitness Training Test (PFTT) during the first week of the Academy in an effort to ensure cadets are physically fit and able to participate in the BCOA courses. Cadets must complete the PFTT within five minutes and five seconds. Cadets who do not pass the PFTT within the required time will be afforded the opportunity to re-test during the second week of the Academy. Cadets who fail the re-test may be subject to rejection during probation.

The PFTT consists of a 500-yard run followed by a simulated stretcher carry. The 500-yard run involves running on different surfaces, up and down stairs, through hallways, and negotiating an agility course.

#### 5. Tactical Skills

Employees who supervise inmates or parolees must have training in physical controls that are acceptable and approved for use by the CDCR. Basic techniques will be taught in the use of Expandable Baton and Arrest & Control. A working knowledge of the basic techniques must be demonstrated for successful completion of these courses. Cadets are required to participate and perform specific tasks/objectives during reality based training scenarios and exercises in all tactical courses.

a. Expandable Baton

Training is consistent with a specific weapon and consists of application of strikes, jabs, blocks, retention techniques, legal aspects, striking areas, striking techniques, stances, and carrying positions. Cadets failing initial qualification will be given remedial training that includes a retest. Failure to pass the retest and/or demonstrate proficiency during Arrest & Control or Expandable Baton training scenario/exercises may result in Rejection During Probation and dismissal from the Academy.

b. Arrest & Control

This course of training is POST mandated and is presented in combination of lecture, physical proficiency training, and development (mat work). It provides cadets with a basic working knowledge and understanding of defense techniques used to defend against an assaultive person and methods used to restrain (mechanical or otherwise) assaultive individuals. Cadets failing initial qualification are given two hours of remedial training that includes a retest. Failure to pass the retest and/or demonstrate proficiency during Arrest & Control training scenario/exercises may result in Rejection During Probation and dismissal from the Academy.

c. Alarm Response

This course is a combination of lecture and field exercises. The field portion requires running, coordinated effort, and team movement. It will enable officers to respond safely and effectively to alarms and emergencies inside an institution. Cadets will be evaluated to ensure they are proficient in all practical/performance based applications.

Failure to demonstrate proficiency in Alarm Response Training may result in Rejection During Probation.

d. Multiple Interactive Learning Objectives (MILO) / Tactical Simulator

This practical application class allows cadets to test the skills they have learned on a one-on-one basis by reacting to scenarios in a virtual simulation environment, depicting situations that occur daily inside the institutions. Cadets are evaluated to ensure they are proficient in the application of the Use of Force Policy and communication skills.

e. Cadet On-Site Institutional Training

During the 12-week Academy, cadets will be transported for a COSIT to institutions geographically close to the Academy, (e.g., California State Prison-Sacramento, California Medical Facility, California State Prison-Solano, and/or MCSP). The COSIT will enable cadets to observe and participate in CO duties such as dining room operations, count procedures, search techniques, and other types of institutional operations. All cadets are expected to remain alert while en-route and returning from COSIT. Prior to departing for this training, cadets are required to have in their possession a valid driver's license, cadet ID card, whistle, chits, notepad, latex gloves,

search mirror, dorm/locker room key, safety goggles/glasses, pen, and any necessary COSIT materials. Cadets are to police themselves, prior to reporting for COSIT inspection. ***Cadets are not to be in possession of, or take any items on a COSIT that are unauthorized or considered contraband at an institution (i.e. cell phones, mp3 players).*** Academy academic study materials are the only reading materials allowed on the bus during a COSIT. Study material may be carried in an open binder only and must remain on the bus at the institution. Zippered or enclosed binders are not allowed. Outside reading material will not be permitted on the bus. Backpacks, book bags, briefcases, personal food, (with the exception of nutrition bars), lunch boxes, or coolers are not allowed on a COSIT. Only departmental search gloves are allowed (no black gloves). A small bottled water or sports drink (no larger than 24 ounces) will be permitted. Cadets are responsible for the inside cleanliness of the bus upon their return to the CTC.

#### **R. Medical**

1. Medical providers are not available at the CTC. Medical care is limited to standard first aid and medical emergency assistance through local 911. CTC does not provide prescription or over-the-counter (OTC) medications for cadets; however, OTCs are available at the CTC Recreation Fund Store.
2. Cadets with prescription medications prescribed by their physicians are **NOT** required to declare them during check-in if they have previously been declared and approved during the pre-employment medical screening. Medications must be kept in their possession or secured in their room at all times. However, cadets bringing any injectable medications and/or syringes onto CTC grounds must declare them to the Program Office and Watch Sergeant.
3. Medications requiring refrigeration will be stored in a locked refrigerator located in the Watch Office. If cadets choose not to utilize the CTC medical refrigeration unit, they may purchase, at their own expense, a mini refrigerator no larger than 1.7 cubic ft. to be stored in their assigned living quarters. No other items (i.e., food, beverages, etc.) shall be stored in the mini refrigerator.
4. Cadets may use any OTC medication such as Tylenol, cough suppressants, Motrin, etc., anytime during the Academy. These medications **DO NOT** have to be declared or approved. However, they must be in the cadet's possession or secured in their locker at all times.
5. Cadets prescribed medication during the Academy, must declare them by notifying their CC or Program Sergeant immediately. If they are unavailable, the Watch Office shall be notified.
6. **Injury or illness must be immediately reported** to the instructor. Any injury or illness occurring after hours must be reported to the Watch Sergeant as soon as possible. Emergency first aid items may be obtained from the Watch Sergeant.

7. Cadets who become ill or suffer an injury before class (especially during PT), must immediately report the illness/injury to the Instructor, Program Office, or Watch Office.
8. Cadets residing off-grounds who call in sick, will be required to comply with the following procedure:
  - a. Visit their physician **that** same day and obtain written verification/identification of the illness or injury including return-to-work status and limitation(s).
  - b. Notify the Watch Office concerning their condition, the physician's evaluation, and an estimated date/time of return to the Academy.
9. Cadets are responsible to ensure that any work restrictions are documented by their physician. Paperwork received from the physician/hospital must be submitted to the Program Office immediately following their return to CTC.

**Physical injury, personal illness, or absences of any kind that result in being absent from mandatory courses, or excess loss of curriculum hours, may result in dismissal from the Academy.**

**S. Correctional Officer Apprenticeship Program**

The CO Apprenticeship Program is an organized, planned system of training for entry-level correctional peace officers. For COs, it consists of a 12-week BCOA, and the completion of a minimum of 24 qualifying months and 3,600 hours of on-the-job training allocated among major work processes. The program also features frequent job assignment rotations and performance evaluations. Cadets are enrolled in the Apprenticeship Program during the Academy registration process. Correctional Peace Officer Standards and Training staff will provide cadets with additional information regarding the program and their responsibilities. This orientation will include detailed instructions on how to complete and keep the written documentation required of all apprentices.

**T. Veteran's Educational Benefits**

OTPD is an approved school for Veteran's Educational Benefits as a non-college degree for completing the 12-Week BCOA.

Cadets must provide the required documents listed below, to the Veteran's Affairs Coordinator. Cadets shall bring copies of these required documents when reporting to the Academy.

**Required Documents**

- DD Form 214 and any mobilization orders
- Notice of Basic Eligibility (NOBE) – DD Form 2384 (Reserve/Guard)
- All Post High School Education
- Transcripts
- Certificates
- Diplomas

Additionally, documents pertaining to a Montgomery G.I. Bill and/or "kicker" are helpful and should be brought when reporting to the Academy.

Veteran cadets who qualify for the Veteran's Educational Benefits can attend a meeting within the first two weeks of reporting to the Academy to fill out the appropriate documentation.

Cadets may also apply for Veteran's Educational Benefits using the Veterans Online Application (VONAPP). To complete the application, follow the instructions provided on the following website at <http://vabenefits.vba.va.gov/vonapp/main.asp> Once completed, print it out and submit to the Veteran's Affairs Coordinator along with the above required documents.

**NOTE:** Do not use VONAPP if the following apply:

- Receiving compensation, pension, or vocational rehabilitation benefits.
- Applying for an increase in benefits.
- Already have a pending application for benefits.
- Notifying Veteran's Affairs about dependency or income changes.

For more information, contact Sgt. D. Shafto at (209) 744-5029

## **U. Recreation**

1. Appliances – Handheld type electronic entertainment devices are authorized, provided they do not have internet capabilities and can be muted or operated with earphones (i.e., handheld gaming devices, solitaire games, and portable radio/music players). Devices may be AC or DC powered, and must be operated so as not to be heard by others. DVD players, videos/movies, cameras, tablets, personal laptop computers, etc. are not allowed at the CTC. Video recordings are prohibited at the CTC at all times. Entertainment devices are allowed in authorized areas only (see Academy Rules, Item No. 6), during off-duty hours. These items will be secured in the locker when not in use. CDCR is not responsible for the theft, damage, or loss of any entertainment device/accessory. Cadets shall not be in possession of any device with internet access at the CTC at any time.
2. On-Site Amenities - The CTC is equipped with two horseshoe pits, a quarter-mile track, a venue with training mats, a fully outfitted weight room, and the CTC Recreation Fund Store Lounge. A television room is available for use inside the CTC Recreation Fund Store Lounge, along with DVD's and a DVD player.

The weight room is available for use by cadets from 0400-0530 hours, and from 1500-2130 hours, Monday through Friday, provided it is not being used for a class. Cadets are not allowed to utilize either venue during on-duty hours, unless participating in BCOA curriculum. Venues are also open on Saturday and Sunday from 0400-2130 hours.

Shorts and sweatpants may be worn in the weight room. Closed toe shoes are required. The following clothing is not allowed in the weight room: tank tops, tube tops, or sleeveless shirts of any kind. Athletic attire (e.g., form fitting, workout attire, shorts, etc.) is only authorized in the gym or on the running track. Cadets must change into, and out of, athletic attire at the Off-Site Locker Room or assigned living quarters.

Weight room rules are posted in the weight room. Towels are provided to wipe down equipment after use. Remove all personal items upon leaving the weight room (e.g., trash, water bottles, towels, etc.). Equipment must be returned to its designated

location. Please keep the weight room clean and safe.

**V. Probation Report**

During the final month of training, prior to graduation, the first Probation Report is completed and discussed with the cadet. This report reflects all test scores, graded exercises, and the degree of proficiency in areas of motor skills. The report becomes part of their training file and forwarded to their assigned institution to aid them in developing a training program to further develop their skills.

**W. Graduation**

A graduation ceremony is held at the conclusion of the 12-week BCOA. By successfully completing the BCOA, cadets earn the privilege to wear a CO badge. Cadets may invite a limited number of their family and friends to attend the graduation. Family members are permitted to bring cameras onto CTC grounds on graduation day only.

**X. Miscellaneous Information**

**1. Mail**

- a. The mailing address is:

Cadet Name, Basic Academy Cadet  
Company Name/Control Number  
Richard A. McGee Correctional Training Center  
9850 Twin Cities Road  
Galt, CA 95632

- b. A return address must be included on all outgoing mail. Outgoing mail may be deposited in the mailbox located at the east end of the North Corridor. Incoming mail will be delivered to the cadet by the CC.

**2. Telephones**

- a. Academy telephones are not available for personal use by cadets. A pay phone, for cadet use, is located in the South Corridor next to the Gym, and may be used during breaks and/or the lunch hour. All telephone calls will be limited to ten minutes.
- b. Cadets will be summoned from class to accept a telephone call under emergency circumstances only.

**3. Accounting Issues**

- a. Questions regarding pay should be directed through the chain of command beginning with the CC. When pay is ready, the CCs will be notified and will issue the salary warrant to cadets.
- b. Cadets will receive salary warrants on the 15th of each month. **Cadets will not go to the Accounting Office to inquire about their pay or paychecks; inquiries should be referred to the CC.** Salary warrants are issued to cadets at the CTC until graduation. After graduation, salary



warrants will be issued through the hiring institution.

- c. Current state employees, who are lateral transfers into BU 6, having questions or concerns regarding their rate of pay, current benefits, etc. will have their questions addressed during orientation by Personnel staff.

4. CTC Recreation Fund Store

The CTC Recreation Fund Store is a non-profit corporation established in 1983 to provide personal needs and supplementary recreational facilities for cadets and In-Service trainees of CDCR. The Recreation Fund operates the CTC Recreation Fund Store. The Recreation Fund is overseen by a Board of Directors made up of members of OTPD staff.

5. Driver's License

If a cadets driver's license will expire during the BCOA training period, it must be renewed by the local Department of Motor Vehicles before reporting to the Academy. **Cadets must have a valid picture ID card with them.**

6. Health Care

- a. Cadets who are injured or become ill during the 12-week BCOA, will be stabilized and/or transported to a medical provider. OTPD staff will fill out the necessary paperwork to file a Worker's Compensation (WC) claim and process the paperwork according to State procedures. If the claim is not approved by WC, the cadet will be responsible for payment of all costs incurred.
- b. The State agrees to cover Permanent Intermittent Employees (PIE) with health benefits on the first day of the pay period following graduation from the BCOA. Coverage is applied to the control period that the graduation date falls on; and continues through the following control period. Thereafter, PIEs must work a minimum of 480 hours in each control period as established by the Public Employee Retirement System to continue coverage, pursuant to Government Code, Section 22822.
- c. Flu shots are suggested for cadets prior to entering winter classes.

7. Linen and Supplies

- a. Linen exchange for sheets, towels, and pillowcases occurs each Monday during the cadet's lunch hour, between 1100-1300 hours. When a State holiday occurs on a Monday, laundry exchange will be held on the Tuesday following the holiday. If cadets are on a COSIT, they may make the exchange on the following Tuesday. Linen exchange is made at the Janitorial Office located directly behind the Dining Hall.
- b. Bedspreads may be laundered by cadets or exchanged on linen day, on an as-needed basis. There are not enough spare bedspreads to permit exchange of all bedspreads each week.
- c. Cleaning supplies will be restocked by Janitorial Services each week

(normally Wednesday). If more supplies are needed, cadets should notify the Janitorial Services Office. There is a supply list in each janitor's closet for each dorm.

8. Laundry and Dry Cleaning

Laundry facilities are available for use at the CTC free of charge. Clothes will not be left unattended in the laundry facility for any reason. Additionally, dry cleaning facilities are located in the Galt, Sacramento, and Elk Grove areas. If a machine does not work properly, cadets will fill out a Work Order Request and submit to Program.

9. Maintenance Problems

If a maintenance problem arises, cadets will report it immediately to their CC during business hours or to the Watch Sergeant during non-business hours. A Work Order Request form will be completed and submitted to Program.

The top section of the Work Order Request Form will be filled out completely. Specify the problem and location, including the unit and room number whenever possible (Example: Room E-115).

10. Elections

Cadets attending the Academy during an election must arrange to vote by absentee ballot.

11. Jury Duty

Cadets are not exempt from jury service. Cadets summoned prior to or during the Academy, will arrange a postponement with the jury office of their county. Missed curriculum may result in Rejection During Probation. Cadets will contact the Program Sergeant, their CC, or the Watch Office with any questions regarding jury duty.

**Y. Equal Employment Opportunity**

CDCR offers Equal Employment Opportunity (EEO) to **ALL** individuals regardless of age, ancestry, color, disability, marital status, medical condition, national origin, political affiliation, race, religion, sex, sexual orientation, genetic information, and veteran status/military service.

**Z. Sexual Harassment**

CDCR is committed to providing a workplace in which all individuals are treated with respect and professionalism. Consistent with this commitment, it is the policy of CDCR to provide a workplace that is free from all forms of discrimination and harassment, including sexual harassment. Additionally, it is the policy of CDCR to provide EEO for all employees and applicants for employment. During the course of training at the Academy, each cadet will receive additional training on both policies. However, cadets are expected to familiarize themselves with the policies prior to their Academy start date.

**Sexual Harassment** is defined under State and Federal law as unsolicited and unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature that interferes with work performance by creating an intimidating, hostile, or offensive work environment.

Examples of conduct that violates this policy include, but are not limited to:

- Unwelcome sexual advances or sexual pressure.
- Making or threatening reprisals after a negative response.
- Verbal conduct of a sexual nature, such as derogatory or demeaning comments, slurs, sexually explicit jokes, comments about an individual's body or physical appearance, suggestive or obscene remarks, or practical jokes.
- Physical conduct such as leering, sexual gestures, impeding or blocking movements, pinching, grabbing, patting, intentionally brushing up against another individual, rape, or assault.

Conduct in violation of this policy may be aimed against a particular individual or individuals of the opposite or same sex as the individual(s) engaging in the conduct.

All employees **must** report any violations of EEO and/or the Sexual Harassment policy, even if the discriminating or harassing behavior was not directed at them.

The EEO policy prohibits discriminating against or harassing anyone on the basis of race, color, national origin, ancestry, sex (i.e., gender), religion, marital status, age, disability, medical condition, pregnancy, childbirth and related medical conditions, sexual orientation, veteran status, or political affiliation, or any other basis protected by State or Federal law or local ordinance. This includes a perception that the person has any of these characteristics or that the person is associated with a person who has or is perceived to have any of these characteristics.

Examples of conduct that violate this policy include, but are not limited to:

- Verbal or visual conduct, such as using derogatory terms or discriminatory jokes.
- Following or stalking a co-worker, sending harassing correspondence by any means.

**All CDCR employees must** adhere to, refrain from engaging in, condoning, or leaving uncorrected, conduct that violates policy, and report any violations of either policy immediately upon becoming aware of any conduct that the employee believes violates the policy. This includes while off-duty, if the conduct has a nexus or relationship to work or CDCR.

**CONSEQUENCES** - Any employee, who is found to have violated either policy, even if such conduct does not violate State or Federal law, will be subject to appropriate corrective and/or disciplinary action, up to and including termination from State service, regardless of job level or classification. In addition, individuals may be held personally liable for their conduct.

## **AA. California Code of Regulations - Title 15**

The following are excerpts from CCR Title 15. Cadets are responsible to adhere to and have full knowledge of the following:

### **1. 3391 - Conduct**

Employees shall be alert, courteous, and professional in their dealings with inmates, parolees, fellow employees, visitors, and members of the public... Employees shall not use indecent, abusive, profane, or otherwise improper language while on duty. Irresponsible or unethical conduct or conduct reflecting discredit on themselves or the department, either on or off duty, shall be avoided by all employees.

### **2. 3392 - Punctuality**

Employees must report for duty promptly at the time directed and not leave work assignments before completion of their scheduled workday or tour of duty, except with their supervisor's permission. If for any reason an employee is unable to report for duty, the employee must notify his or her supervisor at the earliest possible moment.

### **3. 3395 - Alertness**

Employees must not sleep or be less than alert and in full possession of all Faculties while on duty.

### **4. 3399 - Transactions**

Employees shall not directly or indirectly trade, barter, lend, or otherwise engage in any other personal transactions with any inmate, parolee, or person known by the employee to be a relative of an inmate or parolee. Employees shall not, directly or indirectly, give to or receive from any inmate, parolee, or person known by the employee to be a relative of an inmate or parolee, anything in the nature of a tip, gift, or promise of a gift.

### **5. 3400 - Familiarity**

Employees must not engage in undue familiarity with inmates, parolees, or the family and friends of inmates or parolees. Whenever there is reason for an employee to have personal contact or discussions with an inmate or parolee or the family and friends of inmates and parolees, the employee must maintain a helpful, but professional attitude and demeanor. Employees must not discuss their personal affairs with any inmate or parolee.

### **6. 3410 - Intoxicants and Drugs**

Employees must not come upon the grounds of an institution or community correctional facility or otherwise report for duty under the influence of intoxicants or drugs. Use of alcohol or drugs to the extent that it interferes with job performance is grounds for dismissal from State service.

***It is the duty of every employee to promptly report to the Academy Administrator, or designee, any person, including an employee on duty, who***

*appears to be under the influence of drugs or intoxicants.*

7. **3411 - Arrest or Conviction**

If an employee is arrested or convicted of any violations of law, the employee must promptly notify the Watch Sergeant at (209) 744-5043 or 744-5044. **(Reminder: This phone number is on the back of the Cadet ID card.)** Misconduct, which impairs an employee's ability to do his or her job, or affects or involves the department, may be cause for disciplinary action.

**Cadets who come in contact with law enforcement (whether positive or negative contact) are to immediately notify the Academy, via telephone of an emergency situation. In a non-emergency situation, cadets will notify their respective Program Sergeant, in writing, of what type of contact took place.**

8. **3414 - Identification Card**

Every employee will be issued a departmental ID card. Employees must, while on duty, carry such card upon their person and produce the card upon request. **Any cadet who loses their ID card will immediately provide a written report to their CC or the Watch Office. Replacement of the state ID card is subject to a replacement fee.**

9. **3275 - Weapons**

Only such weaponry that has been approved by the Secretary for department-wide use, or for use only by designated jurisdictions of the Department shall be issued/assigned to an employee or carried/used by an employee while on duty. For the purpose of this section, weaponry includes any offensive or defensive lethal or less lethal device. Employees assigned to facilities or work locations where inmates/parolees are located, or in the supervision of inmates/parolees in the community, shall not have accessible, carry or use any privately owned weaponry while on duty, except as authorized by the Secretary.

No weaponry of any kind shall be taken into the security areas of an institution where inmates/parolees are located, except for emergency use as ordered by the official in charge, or for use in regularly armed posts as prescribed in local procedures of post orders.

All necessary precautions shall be taken in the storage, use, and movement of weaponry to prevent it from falling into the hands of inmates, parolees, or other unauthorized persons.

Pursuant to the PC, Sections 4573 and 4574, it is a violation of State law to bring firearms, weapons, ammunition, chemical agents, alcoholic beverages, or illicit drugs onto State prison grounds. The CTC is a State facility; therefore, the items listed below are prohibited on CTC grounds. These items **may not** be left in vehicles. Possession of these unauthorized items **may** be cause for disciplinary action and/or dismissal. "Possession" includes items on the person, in personal or State vehicles, in personal property, or in an assigned dormitory room and/or State-issued locker. Questions regarding unauthorized items can be addressed by contacting the CTC **before** bringing the item on-grounds.

**The following are prohibited on CTC grounds:**

- a. Firearms/weapons (including handguns, rifles, paint ball guns, pellet guns, BB guns, gun replicas, stun guns, tasers, martial arts weapons of any kind, batons of any kind, straight batons, bow and/or arrows, etc.).
- b. Knives of any kind or length (including box cutters, razor knives, machetes, and any other item or tool that has a knife blade).
- c. Ammunition of any kind (live rounds or casings).
- d. Explosives or teargas (including firecrackers, chemical agents, mace, and pepper spray).
- e. Alcoholic beverages **(Open/unopened alcoholic beverage containers are not permitted at the CTC, including in personal vehicles at any time.)**
- f. Illicit drugs (any drug considered illegal to use or possess).
- g. Scissors of any length.
- h. Non-CDCR issued handcuffs or handcuff keys.
- i. Radios, stereos, televisions, and compact disc players, except those specifically described in Section "U. Recreation" of this Handbook.

**Violation of either PC Section 4573 and 4574 is a felony. These PC Sections are strictly enforced, and cadets will be held accountable for their actions. Cadets are responsible to search thoroughly all areas of their vehicle and/or personal property prior to entering the CTC. Lack of knowledge regarding the contents of personal property does not excuse a person from the law.**

## BB. Committed Relatives and Friends of Employees

As defined in the California Code of Regulations, Title 15, CDCR employees must not engage in undue familiarity with inmates, parolees, or the family and friends of inmates or parolees. In addition, employees must disclose any relative or friend that has been committed or transferred to the jurisdiction of the CDCR. Therefore, if you become aware, **at any time before or after entering the academy**, that any relative or person with whom you have or had a personal or business relationship, has been incarcerated or is on parole within the CDCR, you **MUST** inform the Program Sergeant or Lieutenant immediately. You are to provide the following information in writing on the CDCR form 2189: Inmate(s) or Parolee(s) full name, relationship, CDC number (if known), and name of Institution.

**Failure to disclose such information may result in disciplinary action, up to and including Rejection During Probation and dismissal from the Academy.**

STATE OF CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION  
INCARCERATED RELATIVE/ASSOCIATE NOTIFICATION  
CDCR 2189 (06/09)

### CONFIDENTIAL

#### INCARCERATED RELATIVE/ASSOCIATE NOTIFICATION

In accordance with California Code of Regulations Title 15 § 3406, this form must be completed each time an employee becomes aware of a relative, or a person with whom the employee has/had an association or personal relationship, that has been committed to or transferred to the jurisdiction of the California Department of Corrections and Rehabilitation (CDCR).

#### TO BE COMPLETED BY EMPLOYEE

##### EMPLOYEE INFORMATION

EMPLOYEE NAME  
(Last, First, Middle Initial)

CLASSIFICATION

INSTITUTION/ PROGRAM AREA

WORK PHONE NUMBER (include area code)

WORK ADDRESS

##### INMATE INFORMATION

INMATE NAME  
(Last, First, Middle Initial)

DATE OF BIRTH

IDENTIFICATION NUMBER  
(can be retrieved at  
[http://www.cdcr.ca.gov/Visitors/Inmate\\_Locator.html](http://www.cdcr.ca.gov/Visitors/Inmate_Locator.html))

INSTITUTION/ PROGRAM AREA

RELATIONSHIP TO EMPLOYEE

If the inmate is currently housed here, do you view his/her presence as conflicting with your employment responsibilities? ☐ Yes ☐ No

Explain:

Employee Signature

Date

**(Please submit this completed form to your institution head, Superintendent, or Deputy/Assistant Director for signature and distribution.)**

#### TO BE COMPLETED BY INSTITUTION HEAD, SUPERINTENDENT, OR DEPUTY/ASSISTANT DIRECTOR.

Do you recommend this inmate be referred for transfer? ☐ Yes ☐ No

Special Instructions:

Institution Head, Superintendent, or Deputy/Assistant Director Signature

Date

# **CADET CHECK-IN/REGISTRATION DAY INFORMATION**

GO TO [HTTP://WWW.CDCR.CA.GOV/CAREER\\_OPPORTUNITIES/POR/ACADEMYFORMSB2.HTML](http://www.cdcr.ca.gov/career_opportunities/por/academyformsb2.html).  
READ AND PRINT ALL REQUIRED FORMS FROM THE “ACADEMY FORMS” SECTION AND  
BRING WITH YOU. PRE-DATE FORMS WITH REGISTRATION DATE

This information is designed to guide you during the check-in/registration process. Follow this information carefully; it is your responsibility to report to each station. When you arrive, Academy staff will direct you in the check-in process.

## **ID Check:**

You are required to present picture ID to the Sergeant on duty before you will be allowed into the check-in registration area. You will be given a Sign-In card to present to all Academy check-in stations. Ensure you report to all stations; do not skip stations. You may be given forms to complete along the way that are not included in your Cadet Handbook. If you have any questions, you may ask any uniformed staff.

## **ALL FORMS MUST BE COMPLETED IN BLACK INK BEFORE REPORTING TO THE STATIONS.**

### **Background Investigation Station**

You must clear Background Investigations before you are allowed to continue. Present the completed **Academy Check-in Questionnaire** form at this station. After your background has been cleared your Sign-In card will be initialed.

### **Medical Check Station**

Present the completed **Pre-Employment Medical Disclosure Update** form.

### **Declaration of Unauthorized Items (Contraband) Station**

Pursuant to the California PC, it is a violation of State law to bring weapons, ammunition, and/or alcoholic beverages, onto State prison grounds. Other specified items listed below are also considered contraband at the Academy and must not be brought onto the CTC: Weapons of any kind, ammunition of any kind, chemical agents, handcuffs, or handcuff keys, or scissors of any length. You must surrender any contraband in your possession at this station. If you are unsure if an item in your possession is considered contraband, ask staff at this station for assistance. Present the completed **Declaration of Unauthorized Items** form at this station.

### **Registration Station**

Present all five completed forms at this station: Each form must be signed and dated with registration date. **Note:** Sheet C must be completed even if you do not know anyone incarcerated.

1. Cadet Training Information – Cadet Appraisal Office (Sheet A)
2. Expectations (Sheet B)
3. Committed Relatives and Friends of Employees (Sheet C)
4. Fraternalization Policy (Sheet D)
5. Cell Phone/Audio Visual Agreement (Sheet E)



### **Vest Fitting Station**

At this station, you will be fitted for a stab resistant vest. Complete the top portion of either the **CDCR Female Measure Form** or the **CDCR Male Measure Form** only and present to staff collecting forms. You will then be directed to a fitter. Do not fill out fitting measurements beforehand.

### **Testing Station**

At this station, you will receive a tentative testing schedule for and general information about the BCOA examinations. Present the following completed forms: **Student Contract** and **Cadet Examination Policy and Procedures Statement and Agreement**.

### **Identification/Photo Station**

Your picture will be taken for your cadet ID card (card issued later). Your cadet ID card must be in your possession at all times while attending the BCOA. Turn in your "Statement Concerning Your Employment in a Job Not Covered by Social Security" form SSA-1945. Please leave the EMPLOYEE ID # and EMPLOYER ID # sections blank.

### **Keys Station**

At this station, you will be given your housing assignment and key if you will be residing on-site. This will be your living quarters during your entire stay at CTC. You are not to move from your assigned housing without permission. If you are residing off-site, you will be assigned a locker.

### **Locks Station**

At this station, a State issued combination lock will be assigned to you. You will be required to sign an acknowledge receipt form for it

### **Work Place Safety Practices Station**

Present all three completed forms at this station: Each form must be signed and dated with registration date.

1. Employee Asbestos Notification
2. Heat Injury Protection Program (HIPP)
3. Injury and Illness Prevention Program (IIPP)



**ONCE YOU HAVE COMPLETED THE  
REGISTRATION PROCESS, YOU WILL BE  
DIRECTED TO YOUR HOUSING  
ASSIGNMENT.**



# RICHARD A. MCGEE CORRECTIONAL TRAINING CENTER MAP

